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85-3498

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

HEADQUARTERS MANAGEMENT BOARD (HMB) MEETING MINUTES - 7 OCTOBER 1985

FROM:EXECUTIVE SECRETARY
HEADQUARTERS MANAGEMENT BOARD (HMB)
3E14HQ**EXTENSION****NO.****DATE**

10 OCTOBER 1985

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. MR. H. FITZWATER
DEP. DIR. ADMINISTRATION
7D24HQ

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EXO/DOJ

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~~Director of Logistics~~
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9 October 1985

MEMORANDUM FOR: Headquarters Management Board Members

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FROM:

[Redacted]
Executive Secretary, Headquarters Management Board (HMB)

SUBJECT: HMB Meeting Minutes - 7 October 1985

1. The HMB was convened by the Chairman, Mr. J. Taylor, the Executive Director, at 0900 hours on 7 October 1985 in Room 7D32 Headquarters. Members present were Messrs. H. Fitzwater, Deputy Director for Administration; R. Gates, Deputy Director for Intelligence; C. George, Deputy Director for Operations; and R. E. Hineman, Deputy Director for Science and Technology.

2. The following items were brought before the board:

a. SUBJECT: Request for Change (RFC) R0001-Agency Space Allocation Document

DISCUSSION: This RFC requests a new document, The Agency Space Allocation Document, be placed under configuration management control of the Headquarters Management Board (HMB). In addition, the RFC proposes delegation to the Facilities Management Board (FMB) approval authority for changes to the document when all directorates affected by the change are in agreement.

CONCLUSION: The board approved the RFC as submitted.

b. SUBJECT: FY 87 Headquarters Facility Space Allocation Decision.

DISCUSSION: Mr. H. Mahoney, Director of the Office of Logistics, briefed Option 5, "Change at NHB: ODE, OC, OIS, OIT Move Out and DI, DO & CAMS Move In", which he had previously briefed to senior management of each directorate. He then presented a new option, Option 5A, (Included as Attachment B) which was a modification of the Option 5 in that it left Office of Development and Engineering in the New Headquarters Building (NHB) and removed Office of Finance and others from the NHB. The new option did not, however, satisfy the Directorate for Intelligence and Directorate for Operations requirements to be located at headquarters.

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Mr. Mahoney informed the board of a requirement to increase the space allocated to the Polygraph Division (OS/PD) by 100%. He pointed out that if the Polygraph Division remained in the Original Headquarters Building (OHB) then elements on the first floor adjacent to OS/PD would have to move since the only economical thing would be to build additional OS/PD space adjacent to the space they now occupy. The only other course of action would be to move OS/PD outside the OHB to an external location. The sense of the board was that they should not be moved to an external location on a permanent basis.

Mr. Taylor asked for opinions from the members concerning the options presented by Mr. Mahoney. The majority agreed that Option 5 as presented was the best choice. Mr. Hineman suggested that a further option be examined to attempt to consolidate all of the DS&T in a location such as [redacted]

[redacted] Others mentioned that OTS should stay at Headquarters to better serve the DO. Discussion centered around the relative costs and merits of locating the DS&T in a "cluster" configuration. Mr. Fitzwater noted that there is a requirement, after 1990, to locate another 100,000 sq. ft. in an external facility for computer space. The collocation of that facility with a DS&T requirement might be attractive. Mr. Gates favored seeking a single building for all activities outside the Headquarters facility. He suggested that part of the funds for consolidating external space into one facility might be made available by reprogramming funds from each of the directorates on an equitable basis.

CONCLUSION: The board approved Option 5 and assigned two action items to the Director of Logistics: 1) To investigate the requirements of the DS&T for space in an external facility or in a "cluster" arrangement and identify possible solutions; and 2) Develop options for the growth of OS/PD in OHB to approximately 25,000 square feet. (Action Items are included as Attachment A.)

3. SUBJECT: Proposed Topics for Next HMB Meeting

DISCUSSION: [redacted] suggested to the board three topics for a possible meeting in November. The topics were 1) Discussion of Recommended Solution for FY86 Space Requirements, 2) Recommendation to Freeze Renovations to the OHB from April 1986 to the Date of NHB Occupancy, and 3) Headquarters Construction Program Update. Mr. Gates expressed concern that the wording of the second topic seemed to imply that no changes could be made to the OHB during a period when in fact changes would necessarily have to be made.

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After discussion, it was agreed that the intent of the recommendation was to prevent unnecessary changes to areas that would be changed again as a result of the backfill into the OHB. It was pointed out that, at a minimum, progress reports for each of the action items assigned should also be topics for the meeting. A meeting will be planned for early November.

NOTE: Please submit any corrections to these minutes within three working days of the date of this memo to the Configuration Management Staff (CMS) room 3E14. If no corrections are received by the end of that time period these minutes will be considered as approved as written.

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Attachments: A/S

Distribution:

- Orig. - HOME/CMS Official
- 1 - Executive Director
- 1 - DDA
- 1 - DDI
- 1 - DDO
- 1 - DDS&T
- 1 - D/L
- 1 - C/Home

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The following is a summary of HMB action items as of 7 October 1985:

A. Completed Items:

25X1	H063-1	Convene the Facilities Management Board (FMB) - due 4 April 1985	OL/HOME
25X1	H063-2	Prepare and Submit for Approval A Space Allocation Baseline (By Directorate) - due 15 April 1985 (slipped to 26 September 1985)	OL/HOME
25X1	H063-4	Revise the Headquarters Configuration Management Plan to Include on the Facilities Management Board Representatives from DI, DO, and DS&T - due 29 March 1985	OL/HOME

B. Active Items:

25X1	H063-3	Prepare and Submit a draft of FY87 Space Allocation Plan - due 3 February 1985	OL/HOME
25X1	H280-1	Investigate solutions for the DS&T external space requirements - due 6 Nov 85.	OL/HOME
25X1	H280-2	Develop options for OS/PD 25 KSF growth requirements in the OHB - due 6 Nov 1985.	OL/HOME

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